

**DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES
REQUEST and NOTICE OF SOLE SOURCE**

PART I - REQUEST FOR SOLE SOURCE PROCUREMENT

1. TO: DOE Chief Procurement Officer (**send completed original form to OFS Procurement and Contracts Branch**)

FROM: OCISS - SSB - Extended Learning Opportunities and Student Support
(Name of School or Program)

Pursuant to §103D-306, HRS and Chapter 3-122-81 through -87, HAR, the school/program requests sole source approval as follows below.

2. Island/District:

☒ Statewide or

☐ Oahu

☐ Hawaii

☐ Kauai

☐ Maui

3. Indicate one category:

☒ good

☐ Health/Human service

☐ service

☐ professional service

☐ construction

4. Brief description of the proposed purchase (attach additional sheets if necessary):

Mediasite ML Recorder, SmartServe Customer Assurance - RL Series - 1 year contract

5. Vendor Information

Name: The Audio Visual Company

Address: 98-820 Moanalua Road

6. Term of Contract

From: 2/28/2010

To: 2/28/2011

7. Total Cost:

\$28,212.55

8. Prior Sole Source Approval No. (if any):

SS D10-104

9. The goods, services, or construction has the following **unique feature(s), characteristic(s) or capability(ies)**: (attach additional sheets if necessary):

1. Ability to record a presentation with video, audio and powerpoint elements at the same time and store it on a searchable database for retrieval through a web browser.

2. Video, audio and powerpoint editing capabilities.

3. Interfaces with the Mediasite EX video steaming server used by the Hawaii DOE.

10. The following explains why these **unique feature(s), characteristic(s) or capability(ies)** are **essential** to the school or program to accomplish its work: (attach additional sheets if necessary):

1. No other product has the unique ability to record 3 elements in a presentation, video, audio and powerpoint at the same time and also have it retrievable on a searchable database.

2. The Mediasite recorder is the only recording device that interfaces with the Mediasite EX video streaming server which is currently in use by the Hawaii DOE.

11. The following **other possible sources** were investigated but do not meet our needs because: (attach additional sheets if necessary):

No other product that has these capabilities. The Audio Visual Company is the only Hawaii based company that sells this product. A Hawaii based company is essential for timely product support to minimize downtime.

12. I hereby certify that the information provided above is, to the best of my knowledge, true and correct. I further certify that:

- a. Procurement is available through only one source.
- b. All applicable statutory, administrative, policy and procedures have or shall be complied with.
- c. If this expenditure is subject to any other approval, a copy of that approval has been submitted to the DOE Procurement & Contracts Branch.
- d. This ☒ is or ☐ is not a one-time payment
- e. This expenditure ☒ is or ☐ is not an estimated amount.



Administrator's Signature & Title **Donna Shiroma**

FEB 9 2010

Date

PART II - NOTICE OF SOLE SOURCE

The DOE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request.

Inquiries and questions about this request may be directed to:

Name/Title: Dan Miyamoto, ITV Specialist
School/Program: Extended Learning Opportunities
and Student Support
Address: 1122 Mapunapuna Street, Suite 201
Telephone No.: 837-8004
email address: dan_miyamoto@notes.k12.hi.us

Written objections to this Sole Source Notice must be received within seven (7) calendar days from the date this notice was posted, and shall be directed to:

Chief Procurement Officer, Department of Education
Procurement & Contracts Branch, OFS
94-275 Mokuola Street Room 200
Waipahu, Hawaii 96797
Telephone Number: 808-675-0130
email address: DOEprocure@notes.k12.hi.us

Reserved for Procurement Office Use

13. Chief Procurement Officer's Comments

☐ **Approved**

Approval is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>

If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval # _____ must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment.

If not a one time payment or estimated amount, a contract must be executed and funds **shall be certified** (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form.

☐ **Disapproved**

☐ **No Action**

Patricia Hamamoto, Superintendent & CPO

Date